

**POLICE CAPTAIN
STUDY GUIDE**

A written examination for the class of **POLICE CAPTAIN** to be administered in **CROWLEY** on **APRIL 18, 2016**, will consist of approximately **105** multiple-choice questions. The examination will test your knowledge in the following subject areas:

| SUBJECT AREA/KNOWLEDGE | APPROXIMATE % OF EXAM |
|---|----------------------------------|
| POLICE SERVICE MANAGEMENT Knowledge of the principles of effective police service management involving management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; personnel management; financial management; and managing equipment, property, and supplies. | 15.2% |
| RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, format, control, and retention, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence. | 9.5% |
| SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline. | 15.2% |
| PUBLIC RELATIONS/CRIME PREVENTION Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies and the public; and of the procedures for conducting a crime prevention program to address specific community needs. | 8.6% |
| PATROL/GENERAL LAW ENFORCEMENT MANAGEMENT Knowledge of the management of patrol practices and general law enforcement procedures, including responding to and handling crimes in progress, field interviews, arrest procedures, the use of firearms, vehicle stop tactics, traffic control, and laws governing these procedures. | 18.1% |
| CRIMINAL INVESTIGATION MANAGEMENT Knowledge of the management of operations involved in investigating crimes against persons or property, including identifying elements which constitute the various crimes; identification, collection, and preservation of evidence; search and seizure; interview and interrogation; jail procedures; judicial procedures; and applicable laws. | 18.1% |

| SUBJECT AREA/KNOWLEDGE | APPROXIMATE % OF EXAM |
|---|--------------------------|
| SPECIAL TACTICAL OPERATIONS MANAGEMENT Knowledge of the procedures for conducting special tactical operations such as crowd control situations, and operations during natural disasters or catastrophic events. | 9.5% |
| JUVENILE OPERATIONS MANAGEMENT Knowledge of the laws and procedures governing the handling of juveniles and the investigation of crimes by and against juveniles including detention of juveniles, interview and interrogation of juveniles, and situations involving abuse of juveniles. | 5.7% |

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Pearson Education, Upper Saddle River, NJ 07458, 8th ed., 2014.

O'HARA'S FUNDAMENTALS OF CRIMINAL INVESTIGATION, Woods, DeVere D., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 8th ed., 2013.

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

CODE OF CRIMINAL PROCEDURE, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2015.

STREET SURVIVAL/Tactics For Armed Encounters, Adams, Ronald J., et. al., Calibre Press, Inc., 666 Dundee Rd., Suite 1607, Northbrook, IL 60062, 1980, 1st ed., (Fifth Printing/May 1982).

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 8th ed., 2014.

AMERICAN RED CROSS EMERGENCY RESPONSE, Prepared by: American National Red Cross, Published by: The Banta Co., Staywell, 263 Summer Street, Boston MA, 02210, 2001.

BUSINESS COMMUNICATIONS, Dumont, Raymond A., and Lannon, John M., Little, Brown and Company, 34 Deacon Street, Boston MA 02108, 2nd ed., 1987.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.